

Table 3-13
SUGGESTED REPORT FORMAT
RFI

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no date

WA 2917

Executive Summary

1. Introduction
 - 1.1 Purpose of Report
 - 1.2 Site Background
 - 1.2.1 Site Description
 - 1.2.2 Site History
 - 1.2.3 Previous Investigations
 - 1.3 Report Organization
2. Study Area Investigation
 - 2.1 Includes field activities associated with site characterization. These may include physical and chemical monitoring of some, but not necessarily all, of the following:
 - 2.1.1 Surface Features (topographic mapping, etc.) (natural and manmade features)
 - 2.1.2 Contaminant Source Investigations
 - 2.1.3 Meteorological Investigations
 - 2.1.4 Surface-Water and Sediment Investigations
 - 2.1.5 Geological Investigations
 - 2.1.6 Soil and Vadose Zone Investigations
 - 2.1.7 Ground-Water Investigations
 - 2.1.8 Human Population Surveys
 - 2.1.9 Ecological Investigations
 - 2.2 If technical memoranda documenting field activities were prepared, they may be included in an appendix and summarized in this report chapter.
3. Physical Characteristics of the Study Area
 - 3.1 Includes results of field activities to determine physical characteristics. These may include some, but not necessarily all, of the following:
 - 3.1.1 Surface Features
 - 3.1.2 Meteorology
 - 3.1.3 Surface-Water Hydrology
 - 3.1.4 Geology
 - 3.1.5 Soils
 - 3.1.6 Hydrogeology
 - 3.1.7 Demography and Land Use
 - 3.1.8 Ecology

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Table 3-13 (continued)

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4. **Nature and Extent of Contamination**
 - 4.1 Presents the results of site characterization, both natural chemical components and contaminants in some, but not necessarily all, of the following media:
 - 4.1.1 Sources (lagoons, sludges, tanks, etc.)
 - 4.1.2 Soils and Vadose Zone
 - 4.1.3 Ground Water
 - 4.1.4 Surface Water and Sediments
 - 4.1.5 Air
 5. **Contaminant Fate and Transport**
 - 5.1 Potential Routes of Migration (i.e., air, ground water, etc.)
 - 5.2 Contaminant Persistence
 - 5.2.1 If they are applicable (i.e., for organic contaminants), describe estimated persistence in the study area environment and physical, chemical, and/or biological factors of importance for the media of interest.
 - 5.3 Contaminant Migration
 - 5.3.1 Discuss factors affecting contaminant migration for the media of importance (e.g., sorption onto soils, solubility in water, movement of ground water, etc.)
 - 5.3.2 Discuss modeling methods and results, if applicable.
 6. **Baseline Risk Assessment**
 - 6.1 Public Health Evaluation
 - 6.1.1 Exposure Assessment
 - 6.1.2 Toxicity Assessment
 - 6.1.3 Risk Characterization
 - 6.2 Environmental Assessment
 7. **Summary and Conclusions**
 - 7.1 Summary
 - 7.1.1 Nature and Extent of Contamination
 - 7.1.2 Fate and Transport
 - 7.1.3 Risk Assessment
 - 7.2 Conclusions
 - 7.2.1 Data Limitations and Recommendations for Future Work
 - 7.2.2 Recommended Remedial Action Objectives
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Appendixes

- A. Technical Memoranda on Field Activities (if available)
 - B. Analytical Data and QA/QC Evaluation Results
 - C. Risk Assessment Methods
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